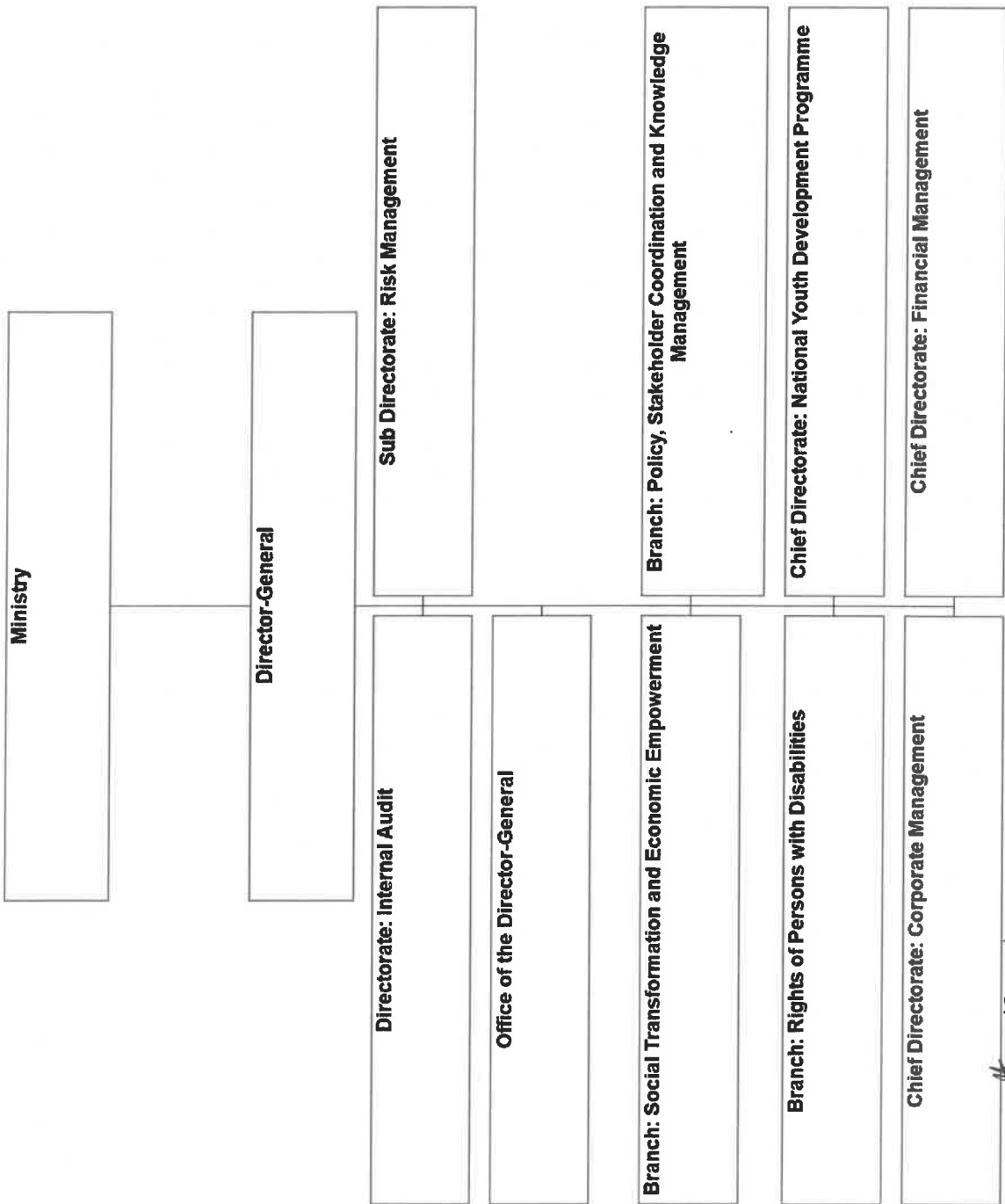


START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES



Approved by Executive Authority _____

Date: 14. 10. 19 _____

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START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Director-General

Directorate: Internal Audit

Purpose:
To provide independent and objective assurance and consultant audit services.

Functions:

1. Manage and coordinate the conducting of compliance, operational and financial audits and review of governance processes.
2. Manage and coordinate the conducting of performance and ICT audits.
3. Coordinate the implementation of audit recommendations.

Posts:

- 1 Chief Audit Executive L13: filled
- 1 Deputy Director, Internal Audit L12: filled
- 2 Internal Auditor L7: filled

Sub-Directorate: Risk Management

Purpose:
To manage enterprise-wide risk management services.

Functions:

1. Manage the development and implementation of integrated risk management strategies.
2. Conduct continuous risk assessments and reviews in all areas of the Department.
3. Ensure good governance and internal control.

Posts:

- 1 Deputy Director, Risk Management L11: filled

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Date: 14.10.19

START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Office of the Director-General	
<p>Director-General</p> <p>Purpose: To promote women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure effective governance of the Department. 2. Ensure independent and objective assurance and consultant audit services. 3. Ensure enterprise-wide risk management services. 4. Ensure resources and administrative services to enable the corporate and strategic operations of the Department. 5. Ensure effective and efficient financial management and related services. 6. Ensure policies and programmes that mainstream the social transformation and economic empowerment of women in South Africa. 7. Ensure policy and stakeholder coordination and knowledge management in respect of the social transformation and economic empowerment of women in South Africa. <p>Posts: 1 Director-General L16; funded vacancy</p>	
Chief Directorate: Office of the DG	
<p>Purpose: To provide administrative support services to the Head of Department.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide effective support to corporate management processes. 2. Manage and report on the implementation of strategic management services. 3. Promote the efficiency of internal departmental operations. 4. Provide communication services and manage the corporate brand of the Department. <p>Posts: 1 Chief Director, ODG L14; filled 1 Senior Secretary, ODG L6; funded vacancy</p>	
<p>Directorate: Management Secretariat</p> <p>Purpose: To provide effective support to corporate management processes.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure effective management of Parliamentary and Cabinet matters. 2. Provide secretarial services to the ODG and other governance structures that are chaired by the Director-General. 3. Coordinate the involvement of the ODG in FOSAD clusters. 4. Liaise with the Ministry and departmental units on operational and administrative matters. 5. Provide executive administrative support services. <p>Posts: 1 Director, Management Secretariat L13; filled 1 Deputy Director, Management Secretariat L11; filled 1 Assistant Executive Personal Assistant, ODG L8; funded vacancy 1 Admin Officer, Management Secretariat L7; filled</p>	<p>Directorate: Strategic Planning and Reporting</p> <p>Purpose: To manage and report on the implementation of strategic management services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate the development of MTF goals and objectives. 2. Coordinate and facilitate strategic and operational processes. 3. Monitor, evaluate and report on departmental strategy and performance. <p>Posts: 1 Director, Strategic Planning and Reporting L13; filled 1 Assistant Director, Strategic Planning and Reporting L9; funded vacancy</p>
<p>Directorate: Internal Operations Efficiency</p> <p>Purpose: To promote the efficiency of internal departmental operations.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate the departmental Service Delivery Model. 2. Promote MPAT compliance and improvement. 3. Coordinate, monitor and evaluate service delivery improvement processes. <p>Posts: 1 Director, Internal Operations Efficiency L13; filled</p>	<p>Directorate: Communications</p> <p>Purpose: To provide communication services and manage the corporate brand of the Department.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provide communication services. 2. Support events management services. 3. Provide content to the departmental website. 4. Provide social media communication services. <p>Posts: 1 Director, Communications L13; filled 1 Communication Officer L8; 1 filled</p>

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 Date: 14-10-19

START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

<p>Branch: Social Transformation and Economic Empowerment</p>	
<p>Branch: Social Transformation and Economic Empowerment (STEE)</p>	
<p>Purpose: To manage policies and programmes that mainstream the social transformation and economic empowerment of women in South Africa.</p>	<p>Purpose: To ensure policies and programmes that mainstream the economic empowerment and participation of women.</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure policies and programmes that mainstream the social empowerment and participation of women. 2. Ensure policies and programmes that mainstream women's equality in the public sector, and eliminate gender-based violence. 3. Ensure policies and programmes that mainstream the economic empowerment and participation of women. 	<p>Functions:</p> <ol style="list-style-type: none"> 1. Oversee the implementation of policies and programmes for women's empowerment, participation and delivery in the mainstream economy. 2. Ensure economic opportunities are accessible to women to promote gender equality. 3. Oversee the development of intervention plans for women's access and participation in formal economic systems. 4. Ensure interventions that promote women's access to funding opportunities, industrialisation and beneficiation.
<p>Posts:</p> <ul style="list-style-type: none"> 1 Deputy Director-General, STEE L15: filled 1 Branch Coordinator, STEE L11: filled 1 Personal Assistant, STEE L7: filled 2 Admin Officer, STEE L7: filled 	<p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Economic Empowerment and Participation L14: filled 1 Director, Economic Empowerment and Participation L13: filled 1 Deputy Director, Economic Empowerment and Participation L11: filled 1 Assistant Director, Economic Empowerment and Participation L9: funded vacancy 1 Senior Secretary, Economic Empowerment and Participation L6: filled
<p>Chief Directorate: Social Empowerment and Participation</p>	
<p>Purpose: To ensure policies and programmes that mainstream the social empowerment and participation of women.</p>	<p>Purpose: To ensure policies and programmes that mainstream women's equality in the public sector, and eliminate gender-based violence.</p>
<p>Functions:</p> <ol style="list-style-type: none"> 1. Oversee the implementation of policies, programmes and mechanisms that promote women's empowerment and participation. 2. Mainstream opportunities to promote women empowerment and social transformation and delivery. 3. Promote the full participation of women in decision-making so that their social and basic needs are centralised within development planning and resource allocations. 4. Oversee the transformation and address issues of social empowerment of women and oversee the equalisation of opportunities through systems' development and implementation. 	<p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate the implementation, mainstreaming and capacity development of interventions for the social empowerment of women across government on issues of socio-economic empowerment of women, as well as gender equality considerations into government programmes. 2. Ensure that policies and programmes promote gender-responsive budgeting. 3. Standardise and strengthen Gender Focal mechanisms and machineries to build capacity to promote gender equality across all sectors. 4. Drive the departmental contribution to the Integrated Programme of Action Against Violence against Women. 5. Ensure the adequacy and effectiveness of systems and structures available to victims of gender-based violence.
<p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Social Empowerment and Participation L14: filled 1 Director, Social Empowerment and Participation L13: filled 1 Deputy Director, Social Empowerment and Participation L12: filled 1 Assistant Director, Social Empowerment and Participation L10: filled 1 Senior Secretary, Social Empowerment and Participation L6: filled 	<p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Governance Transformation, Justice and Security L14: filled 1 Director, Governance Transformation, Justice and Security L13: filled 1 Deputy Director, Governance Transformation, Justice and Security L11: filled 1 Assistant Director, Governance Transformation, Justice and Security L10: filled 1 Senior Secretary, Governance Transformation, Justice and Security L6: filled
<p>Chief Directorate: Governance Transformation, Justice and Security</p>	



START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

<p>Branch: Policy, Stakeholder Coordination and Knowledge Management</p>
<p>Branch: Policy, Stakeholder Coordination and Knowledge Management (PSCKM)</p> <p>Purpose: To ensure policy and stakeholder coordination and knowledge management in respect of the social transformation and economic empowerment of women in South Africa.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Ensure effective research, policy analysis and coordination with regard to the social transformation and economic empowerment of women. 2. Ensure effective coordination and outreach with all stakeholders related to the social transformation and economic empowerment of women. 3. Ensure the effective management of information and knowledge related to the social transformation and economic empowerment of women. 4. Ensure the effective monitoring, evaluation and reporting on the impact achieved towards the social transformation and economic empowerment of women. <p>Posts:</p> <ul style="list-style-type: none"> 1 Deputy Director-General, PSCKM L15: filled 1 Branch Coordinator, PSCKM L11: filled 1 Personal Assistant, Policy, PSCKM L7: filled 2 Admin Officer, PSCKM L7: filled

<p>Chief Directorate: Research, Policy Analysis and Knowledge Management</p>	<p>Chief Directorate: Monitoring and Evaluation</p>
<p>Purpose: To ensure effective research, policy analysis and coordination with regard to the social transformation and economic empowerment of women.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Inform, coordinate and disseminate the research agenda related to women's socio-economic empowerment and gender equality. 2. Conduct reviews, analyses and coordination of government policies, programmes and plans that inform measures for women's socio-economic empowerment and gender equality. 3. Inform government planning and decision-making to promote women's socio-economic empowerment and gender equality. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Research, Policy Analysis and Coordination L14: filled 1 Director, Research, Policy Analysis and Coordination L13: filled 1 Director, Research and Policy Development L13: filled (NMOG from DSD) 1 Deputy Director, Research, Policy Analysis and Coordination L11: filled 1 Policy and Research Analyst L8: filled 1 Senior Secretary, Research, Policy Analysis and Coordination L8: filled 	<p>Purpose: To ensure the effective monitoring, evaluation and reporting on the impact achieved towards the social transformation and economic empowerment of women.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Monitor, evaluate and report on the status of women's socio-economic empowerment and gender equality. 2. Conduct impact assessments on the social transformation and economic empowerment of women. 3. Compile reports to meet national, regional, continental and international commitments on women's economic empowerment and gender equality. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Monitoring & Evaluation L14: filled 1 Director, Monitoring L13: filled 1 Director, Evaluation L13: funded vacancy 1 Deputy Director, Monitoring L12: filled 1 Deputy Director, Evaluation L12: funded vacancy 1 Assistant Director, Monitoring L10: filled 1 Senior Secretary, Monitoring & Evaluation L8: funded vacancy

<p>Chief Directorate: Stakeholder Coordination and Outreach</p>
<p>Purpose: To ensure effective coordination, communication and outreach with all stakeholders related to the social transformation and economic empowerment of women.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Coordinate relations with related stakeholders in government, public service, private and economic sectors, and social and development partners. 2. Ensure effective communication of the departmental mandate and social transformation and economic empowerment of women. 3. Ensure the Department's strategic objectives and outcomes are fully understood in clusters and related coordination processes in Government. 4. Coordinate bilateral and multilateral engagement with international stakeholders. 5. Undertake initiatives and outreach initiatives that promote women's socio-economic empowerment and gender equality. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Stakeholder Coordination and Outreach L14: filled 1 Director, International Relations L13: filled 1 Director, Inter-Sectoral and International Relations L13: filled (NMOG from DSD) 1 Director, Outreach L13: funded vacancy 1 Director, Young Women L13: filled 1 Deputy Director, Stakeholder Coordination L12: filled 1 Deputy Director, Outreach L12: filled 1 Deputy Director, Young Women L12: funded vacancy 1 Deputy Director, International Relations L12: funded vacancy 1 Assistant Director, International Relations L10: funded vacancy 1 Senior Admin Officer: International Relations L8: filled 1 Admin Officer: Outreach Programmes L8: filled 1 Admin Officer: Young Women L7: filled 1 Senior Secretary, Stakeholder Coordination and Outreach L6: filled

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START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Branch: Rights of Persons with Disabilities

Branch: Rights of Persons with Disabilities

Purpose:
To oversee the implementation of programmes pertaining to the rights of persons with disabilities.

Functions:

1. Develop, maintain and implement advocacy and mainstreaming guidelines and frameworks for the rights of persons with disabilities.
2. Promote good governance and compliance regarding the rights of persons with disabilities.

Posts:

- 1 Deputy Director-General, Rights of Persons with Disabilities L15: funded vacancy
- 1 Branch Coordinator, Rights of Persons with Disabilities L11: funded vacancy
- 1 Personal Assistant, Rights of Persons with Disabilities L7: filled

Chief Directorate: Advocacy and Mainstreaming, Rights of Persons with Disabilities

Purpose:
To develop, maintain and implement advocacy and mainstreaming guidelines and frameworks for the rights of persons with disabilities.

Functions:

1. Develop, maintain, implement and review advocacy guidelines and frameworks for the rights of persons with disabilities.
2. Advise on policy and mainstreaming of the of the promotion of the rights of persons with disabilities activities into government processes.
3. Develop and coordinate empowerment and mainstreaming programmes in relation to the rights of persons with disabilities.

Establish and maintain public, civil and private sector relations to the rights of persons with disabilities.

Posts:

- 1 Chief Director, Advocacy and Mainstreaming RPD L14: filled
- 1 Director, Advocacy and Mainstreaming RPD L13: filled
- 1 Deputy Director, Advocacy and Mainstreaming RPD L11: filled
- 1 Assistant Director, Advocacy and Mainstreaming RPD L9: funded vacancy
- 1 Senior Secretary, Advocacy and Mainstreaming RPD L6: filled
- 1 Personal Aide, Advocacy and Mainstreaming RPD L6: filled

Chief Directorate: Governance and Compliance, Rights of Persons with Disabilities

Purpose:
To promote good governance and compliance regarding the rights of persons with disabilities.

Functions:

1. Monitor and evaluate the impact of the implementation of policies and programmes for the rights of persons with disabilities.
2. Ensure compliance with regional, international and continental commitments, instruments and protocols for the rights of persons with disabilities.
3. Maintain information and knowledge systems for the rights of persons with disabilities.
4. Coordinate the reporting to regional, continental and international bodies on the rights of persons with disabilities.

Posts:

- 1 Chief Director, Governance and Compliance RPD L14: filled
- 1 Director, Governance and Compliance RPD L13: filled
- 1 Deputy Director, Governance and Compliance RPD L11: funded vacancy
- 1 Assistant Director, Governance and Compliance RPD L9: filled
- 1 Senior Secretary, Governance and Compliance RPD L6: filled

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Approved by Executive Authority

Date: 14.10.19

START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Chief Directorate: National Youth Development Programme
Chief Directorate: National Youth Development Programme
Purpose: To oversee the implementation of national youth development programmes.
Functions: 1. Facilitate the development and implementation of national youth strategies and policies and provide NYDA oversight. 2. Facilitate youth stakeholder engagement.
Posts: 1 Chief Director, National Youth Development Programme L.14; funded vacancy 1 Admin Officer, National Youth Development Programme L.7; filled

Directorate: Youth Legislation and Policy
Purpose: To Facilitate the development and implementation of national youth strategies and policies and provide NYDA oversight.
Functions: 1. Develop and review the National Youth Policy (NYP). 2. Develop and implement and M&E framework for the implementation of the NYP. 3. Leverage the Socio-Economic Impact Assessment System to ensure that the NYP is reflected in relevant legislation, regulations and policies. 4. Undertake research into long-term trends, and analyse implementation to inform short- and medium-term plans related to youth development. 5. Evaluate and make recommendations on the alignment of strategic plans and annual performance plans to the NYP. 6. Provide oversight over the NYDA and ensure that NYDA programmes and activities are aligned to MTEF and NYP priorities.
Posts: 1 Director, Youth Legislation and Policy L.13: filled 1 Specialist, Youth Legislation and Policy L.12: filled 1 Assistant Specialist, Youth Legislation and Policy L.9: filled 1 Senior Youth Development Officer L.8: filled

Directorate: Stakeholder Engagement
Purpose: To facilitate youth stakeholder engagement.
Functions: 1. Provide technical support and advisory services to political principals on multilateral and bilateral international youth affairs related to youth development (SADC, AU, UN, Commonwealth, BRICS, Y20, IBISA).
Posts: 1 Director, Stakeholder Engagement L.13: filled 1 Specialist, Youth Stakeholder Engagement L.12: filled



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START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Chief Directorate: Corporate Management
<p>Purpose: To provide resources and administrative services to enable corporate operations of the Department.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render strategic human resources management and development services. 2. Manage the provision of sound legal support services to ensure the Department executes its mandate in accordance with public service prescriptions. 3. Render information technology services to the Department. 4. Render auxiliary and security management services. <p>Posts:</p> <ul style="list-style-type: none"> 1 Chief Director, Corporate Management L14: filled 1 Senior Secretary, Corporate Management L6: filled

Directorate: Human Resource Management
<p>Purpose: To render strategic human resources management and development services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop human resource policies and strategies, and ensure the alignment of organisational structures to the strategic plan. 2. Provide efficient and effective human resource administration services. 3. Promote the optimal development of human resources. 4. Promote labour relations and manage employee health and wellness. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Deputy Director, HR Policy & Planning L11: filled 1 Deputy Director, HR Development L11: filled 1 Control Personnel Officer, HR Administration L10: filled 1 Assistant Director, HR Policy & Planning L9: filled 1 Assistant Director, Health and Wellness Coordinator L9: funded vacancy 1 Personnel Practitioner, HR Development L7: funded vacancy 2 Principal Personnel Officer, HR Administration L7: filled 2 Senior Personnel Officer, HR Administration L6: funded vacancies 1 HR Registry Clerk L5: filled

Directorate: Legal Services
<p>Purpose: To manage the provision of sound legal support services to ensure the Department executes its mandate in accordance with public service prescriptions.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manage litigation for and against the Department. 2. Provide contract management services. 3. Manage the legislative programme of the Department. 4. Provide sound legal advice and opinions. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Director, Legal Services L13: filled

Directorate: Information and Communication Technology
<p>Purpose: To render information technology services to the Department.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop information technology strategy in support of the Department's mandate and core objectives. 2. Direct the preparation and implementation of policies, procedures and standards relating to information and communication technology. 3. Ensure the security of the information systems, communication lines, and equipment 4. Manage the development, review, and certification of all back-up and disaster recovery procedures and plans. 5. Provide registry and records management services. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Government Information Technology Officer (GITO) L13: filled 1 Senior Admin Officer, Records Management L8: filled 2 IT Technician L7: filled 2 Registry Clerk L5: filled

Directorate: Auxiliary and Security Services
<p>Purpose: To render auxiliary and security management services.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Develop and implement the Department's security policies, procedures and programmes. 2. Manage physical, personnel and information security. 3. Coordinate the cleaning, repair and maintenance of facilities. 4. Provide receptionist services. 5. Provide driver and messenger services. 6. Manage space planning in the Department. <p>Funded Posts:</p> <ul style="list-style-type: none"> 1 Director, Auxiliary and Security Services L13: filled 1 Assistant Director, Auxiliary and Security Services L9: filled 1 Admin Clerk, Auxiliary and Security Service L6: filled 1 Receptionist L6: filled 3 Cleaner/Food Services Aide L3: filled

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 Date: 14.10.19

START-UP STRUCTURE: DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

Chief Directorate: Financial Management

Chief Directorate: Financial Management

Purpose:
To provide and ensure effective and efficient financial management and related services.

Functions:

1. Manage and provide management and financial accounting services.
2. Manage and provide supply chain and asset management services.

Posts:

- 1 Chief Financial Officer L14: filled
- 1 Deputy Director, Internal Control L11: funded vacancy
- 1 Senior Secretary, CFO L6: filled

Directorate: Financial Management

Purpose:
To provide financial planning and accounting services.

Functions:

1. Render management accounting services.
2. Render financial accounting services

Funded Posts:

- 1 Director, Financial Management L13: filled
- 1 Deputy Director, Management Accounting L11: filled
- 1 Deputy Director, Financial Accounting L11: funded vacancy
- 2 Senior State Accountant, Management Accounting L8: filled
- 1 Senior State Accountant, Financial Accounting L8: filled
- 1 Chief Accountants Clerk L8: filled
- 2 Accounting Clerk L6: 1 filled/1 funded vacancy

Directorate: Supply Chain Management

Purpose:
To render supply chain management services.

Functions:

1. Develop and implement a SCM framework and related policies and procedures.
2. Render demand and acquisition services.
3. Render logistics and contract management services.
4. Render asset management services.

Funded Posts:

- 1 Director, SCM L13: funded vacancy
- 1 Deputy Director, SCM : filled
- 1 Assistant Director, SCM L10: filled
- 1 Senior SCM Practitioner L8: filled
- 3 Provisioning Administration Clerk L6: filled

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